5

CITY OF PACIFIC GROVE

300 Forest Avenue
Pacific Grove, California 93950
Telephone (831) 648-3100 • Fax (831) 375-9863

MEETING MINUTES

LIBRARY BOARD

DATE & TIME: Tuesday, July 7, 2019
LOCATION: City Council Chambers, City Hall, 300 Forest Ave., Pacific Grove, CA 93950

MEETING AGENDA

1. **Call to Order – 7:02 p.m.**

2. **Roll Call** – Present: Faye Mueller-Delia, Patricia Davis, Heather Lazare, Carolyn Griffin, Marybeth Rinehart, City Council Liaison Cynthia Garfield, Senior Librarian Rachel Gaither

3. **Approval of the Agenda** – M/S Board members Lazare/Rinehart. Agenda approved unanimously.

4. **Approval of the Minutes of the June 11,, 2019 Meeting – M/S Board members Lazare/Davis**

5. **Public Comment** - None
Comments from the audience will not receive Board action at this meeting. Comments may concern matters either on or not on the agenda, but must deal with matters subject to the jurisdiction of the Library Board. Comments are limited to three minutes unless the Board decides otherwise.

   a. Written communications. - None
   b. Oral communications. - None
   Receive oral input from members of the public on any item within the board's purview but not on that meeting's agenda. Comments are generally limited to three minutes and will not receive board action. Note: comments from members of the public relative to an item on that meeting's agenda are normally taken during the board's

consideration of that item. However, the chair may accept public comment at the beginning of the meeting on items on the agenda, in the case of schedule conflicts, site visits, or other appropriate reasons.

6. **Board Announcements** – None.

7. **Reports**

   A. Chair's Report – None.

   B. Friends of the Library Board Liaison Report – None

   C. City Council Liaison Report – Councilmember Garfield discussed the short City Council meeting on July3. She and other council members will attend the California Coastal Commission meeting in San Luis Obispo on July 10. They will be looking at our city needs in light of a five year study of recommendations made by the state. She will report back at our next meeting.

   D. Library Director Report Senior - Librarian Rachel Gaither reported on the excellent participation in the Summer Reading Program. The "Stuff the Buss" campaign is underway, collecting needed school supplies. Rachel reported that after her retirement on July 14, Diana Godwin will become the Senior Librarian.

8. **Ongoing Business**

   A. Update on Temporary Library Location Search
   Senior Librarian Gaither reported that the Holman Building Project is progressing forward at a fast pace.
   .

   B Library Renewal Project Report
   Senior Librarian Gaither reported the bidding on the Library construction project is due on July 19. Between July 22 and July 26, bids will be evaluated and the winning bid selected. By August 7 or 21, the recommendations will be taken to City Council to approve the awarded bid to contractor. By late August/early September the Library closes and construction begins, most likely after Labor Day.

9. **New Business**

   A. President Muellar-Davis is willing to write a letter to City Council commending the forward movement of the Library Project. Individuals are always welcome to write.

   B. Library Volunteers – The Friends are discussing how to spend the Monterey Gives monies. One proposal is creating a Volunteer Management program. This idea may be pursued, but it is at an early stage of discussion. The Library already has a volunteer coordinator in place.

C. LAB Responsibilities – In 2011, a Commissions and Boards report was written. Are items in the addendum too specific? Discussion of returning to the original Charter. To be discussed in the future.

10. Adjournment – M/S Board members Lazare/Rinehart. Approved unanimously. Meeting adjourned at 7:35 pm. Next meeting August 13, 2019

This meeting is open to the public and all interested persons are welcome to attend. The City of Pacific Grove does not discriminate against individuals with disabilities and meetings are held in accessible facilities.

9B

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

REPORT TO THE LIBRARY BOARD

TO:	Library Board Members
FROM:	Scott Bauer, Library Director
MEETING DATE:	08/20/2019
SUBJECT:	Update on Pacific Grove Library Renewal Project
CEQA:	Does Not Constitute a "Project" per California Environmental Quality Act (CEQA) Guidelines Section 15378

This report updates activities related to the Library Renewal Project. With the Capital Campaign fundraising effort over, this report will concentrate on the Renewal Project and the Temporary Library Location.

Renewal Project

On Friday, July 19th bidding closed on the Library Renewal Project. Three bids were received and these were the bids:

Library Renewal Project	Engineers Estimates	Avila Brothers Inc.	Selden & Son	Tombleson Inc.
Base Bid	$2,166,938	$1,899,000	$1,925,100	$1,920,000
B **Alternates**				
1 Clerestories	$113,807	$121,000	$117,600	$162,000
2 Existing furniture	Included with base cost	$76,000	$37,600	$45,000
3 New furniture	Included with base cost	$66,960	$92,100	$68,000
Total	$2,280,745	$2,162,960	$2,172,400	$2,195,000

Based on the Base Bid (and as was also the case for the total bid), the low bidder on the project was Avila Brothers.

The lowest bid came in lower than the estimate, but taking into consideration funds already expended on the Renewal Project, and the estimated costs for leasing, outfitting and moving to a temporary location while construction is underway, the total funds raised for the project so far will not cover all of the associated costs:

Total Funds Raised (*Donations / Grants / City*):	$2,662,095	
Expenditures through 7/31/19:	$294,960	
Total Remaining Funds:		**$2,367,135**
Base Bid	$1,899,000	
Add Alt Clerestories	$121,000	
Add Alt New Furniture	$66,960	
Add Alt Refinish and upholstery	$76,000	
Contingency 10%	$208,696	
Total Project Cost:		**$2,371,656**
Temporary Library Expenditures:		
Holman Lease:	$136,000	
Tenant Improvements Contingency:	$12,000	
Moving Expenses	$55,000	
Total for Holman Move		**$203,000**
Other Expenses:		
Remaining Karin Payson	$28,000	
Shelving	$90,000	
Storage of Art	$2,000	
Total Extras		$120,000
Total Project Cost		$2,694,656
Less Remaining Fund Balance		$2,367,135
Deficit Balance		$327,521

On Wednesday, August 21, Director Gho and I will be asking the City Council to award the contract for the Library Renewal Project to Avila Brothers. We are working to reduce some costs, and will be presenting Council with options for leaving items out of the project or providing additional funding for the project.

The current time frame for the Renewal Project looks like:

- August 21: Present a recommendation to City Council to approve a contract with the winning bidder for the Renewal Project.
- Late August: Meet with Avila Brothers to set a beginning date and a schedule for construction.

Temporary Library Location and Continuity of Library Service

At the August 21st City Council meeting City Manager Ben Harvey and myself will also ask the City Council to approve a lease for temporary space for the Library at The Holman. While as of today The Holman does not have an occupancy permit, they have been making impressive progress towards one. The Holman's developer, Dave Gash, believes that they will have the occupancy permit by later this month and will have owners of the units on the second floor moving into the building shortly thereafter.

With this in mind, the time line for the temporary location now looks like:

- August 21: Present a recommendation to City Council to approve a lease with The Holman's developer, Dave Gash, for 6,400 sf of space on the first floor.
- August 22-September 22: Tenant Improvements installed.
- September 23-September 30: Move to The Holman; Library closed at both locations.
- October 1: Library opens in temporary space at The Holman.

The last two bullets are tentative as they depend on both the completion of the tenant improvements and the start date chosen for the construction of the Library Renewal Project remodel.

RESPECTFULLY SUBMITTED:

Scott Bauer

Scott Bauer
Library Director

9C

City of Pacific Grove

Current Duties of City Boards, Commissions, Panels, and Committees

I. City Charter Commissions and Boards

Library Board

Article 26 Appointive Commissions and Boards

b. Library Board. There shall be a Library Board consisting of five members and shall have the following powers and duties:

(1) Act in an advisory capacity to the Council and City Manager in all matters pertaining to the operation of a public library.

(2) Recommend to the City Council the adoption of such laws, rules, and regulations as it may deem necessary for the administration and protection of the City Library.

(3) Perform such other duties relating to the library services as the Council may require by ordinance or resolution.

August 17, 2011 Minute Action Addendum

In order to provide greater detail and specificity, on August 17, 2011 the City Council adopted by minute action the following additional guidance regarding the powers and duties of the Library Board:

1. Act in an advisory capacity to the City Manager in all matters pertaining to the operation of a public library.

   This includes (a) Board review of the annual library budget with opportunity to give feedback as it is being developed; and (b) individual member participation in the selection of staff for senior library positions, including the Head Librarian, when requested by the City Manager. In the interest of effective action in this advisory role, it is expected that the City Manager keep the Library Board informed and involved in a timely manner.
2. Act in an advisory capacity to the City Council in all matters pertaining to the operation of a public library.

   This includes (a) providing input to the Council's deliberations and making recommendations regarding the annual budget; and (b) drafting and initiating resolutions pertinent to Library operations.
3. Act in an advisory capacity to the Library Staff in all matters pertaining to the operation of a public library.

   This includes helping draft policies and procedures. The Board will work with the Library Staff to ensure that the Library is well managed and that it operates in accordance with the Pacific Grove City Charter as well as with policies established by the Council.

4. Engage in strategic and long-range planning for the Library through analysis of present and future needs.

   This includes an annual update of the Library's strategic and long range plans to be presented to the City Manager, City Council, and Library Staff. The Library Board is responsible for development of these final plans.

5. In conjunction with Library Staff, convene an annual Library Summit and/or survey to provide the public at large an opportunity to be involved in defining the future direction of the Library. The Board will issue a report of recommendations and will discuss them with the City Council and City Manager within 90 days after the annual Library Summit/Survey.

10A

Proposed letter to be sent to Friends of the Library President Kim Bui~~-Burton~~ -and Pacific Grove Public Library Foundation President Mary Ann Whitten

Dear _____,

As we begin the new – and highly anticipated – phase of Library ~~renewal~~Renewal Project, the members of the Library Board for the City of Pacific Grove feel there would be great value~~can best be of service~~ to our community by coordinating with the continued efforts of the Friends of the Pacific Grove Library, the Library Foundation, and the City of Pacific Grove.

To that purpose, we wish to invite ~~you~~ you or a member of your board to keep ~~us~~ the Library Board (and as part of our meeting's minutes, the City Council) appraised of your plans and programs ~~in a bi-monthly~~through a -report presented ~~at~~ during ~~our~~ the Library Board's regularly scheduled meetings, We are thinking this could be done on a bimonthly basis (~~, or~~though it could be ~~between times~~more often, if that seems indicated.) We would hope to incorporate ~~you input into this process~~ such a report into our meetings beginning with our September 10, 2019 meeting at 7:00 PM in the Council Chambers.

~~Please respond by~~If you could let me know before September 4, 2019 I would appreciate it (the agenda for the September meeting will be posted on September 5~~_____~~.)

~~We~~ Looking forward to hearing from you.~~await your positive response.~~

Sincerely,

~~(??)~~ Faye Mueller, Library Board Chair
fayemuel@pacbell.net

DRAFT